Northwestern | OFFICE OF **HUMAN RESOURCES**

HR Systems General Access Request Form

Email completed form to: myHR-training@northwestern.edu

1. Applicant

Request Date:	Applicant Type: ☐ Northwestern University Employee ☐ Temp or Student Worker ☐ Affiliate/Non-NU Employee		
Last Name:	First Name:	NU Empl ID:	NetID:
Title:	Department/School or Area:	Work Email:	

2. Department/Chartstring Security Access

a. **Data Access:** List all 6-digit HR DeptIDs applicant needs access to view/update data. To assign access to all notes in a DeptID, list only the first **four** digits. Attach additional sheet if necessary.

HR DeptID	Department Name	HR DeptID	Department Name

Or, copy Data Access DeptIDs from this existing user (provide name and NetID): _____

Graduate Student Record Access?

b. **Position Funding Approver:** If applicant requires a Position Funding "PTA Approver" role, enter the chartstrings they should approve.

FN Dept	Project	FN Dept	Project

Or, applicant is replacing a prior funding approver. Prior funding approver's name and NetID: _____

c. **Online Additional Pay Approver:** If applicant requires the Online Additional Pay "Department Approver" role, enter the HR DeptIDs to approve.

HR DeptID	Department Name	HR DeptID	Department Name

3. Department Approver/Manager

4. Request Type

Last Name:	First Name:	☐ Add this request to applicant's existing myHR Access ☐ Replace applicant's existing myHR Access with this request ☐ Inactivate applicant's myHR Access as of (date): _____
Title:	Work Email:	

4. Signatures & Approvals

I am aware of and will comply with University business guidelines and policies referenced in the Standard for Business Conduct. I will not use myHR to access data other than that directly related to my job responsibilities at Northwestern University, and I will not seek personal benefit from such data. I will not disclose any data to parties inside or outside Northwestern University except in the approved conduct of my work assignment. I understand that some data may be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or the Federal Education Rights and Privacy Act (FERPA). I agree to abide by all applicable University policies and local, state, and federal law. I will not allow another individual to access myHR using my login credentials.

I understand that any violation of this agreement is cause for immediate revocation of access, dismissal, or other disciplinary action.

Applicant's Signature (required):	Date:
Department/Unit Approver's Signature (required):	Date:
Authorized School/Unit Administrator's Signature (required):	Date:

5. Access Roles

a. Select **myHR Administration** access requested.
Training is required within two months for access to be provided (or a new form must be submitted).

Access Role		Role Responsibilities	Required Training
Primary HR Data Access			
☐	Data Lookup (Full)	Lookup position, appointment, salary, and payroll data.	HRS101
☐	Data Lookup (Limited)	Limited access to basic job information (no salary or payroll data).	
☐	Basic Data Entry	Update Reports To, Expenses Supervisors, NetID Coordinators, and Directory data.	
Position Funding Management			
☐	Funding Data Entry	Manage payroll chartstrings/grant funding and enter payroll journals.	HRS101 & HRS102
☐	Primary PTA Approver	Department- or unit-level approver for payroll chartstring/journal entries.	
☐	Backup PTA Approver	Department- or area-level approver for payroll chartstring/journal entries.	
☐	School Approver	School- or unit-level approver for payroll chartstring/journal entries.	
Online Additional Pay			
☐	Additional Pay Requester	Enter Additional Pay requests for current employees.	HRS107
☐	Department Approver	Department- or area-level approver for Additional Pay requests.	
☐	School (Grant) Approver	School- or unit-level approver for Additional Pay that is grant-funded.	
☐	School (Non-Grant) Approver	School- or unit-level approver for Additional Pay that is *not* grant-funded.	
☐	School Level 2 (Staff) Approver	Final administration/dean approver for staff Additional Pay requests.	
Other Data Management			
☐	Position/Appointment Forms	Print, complete, or approve forms for submitting employee HR transactions.	HRS101
☐	Temp Administration	Manage data for and terminate temporary employees or work-study students.	HRS101 & 103
Staff eRecruit			
☐	Coordinator/Authorizer	Enter staff job openings or be assigned as an approver.	HRS121
☐	Screener	Review resumes and update/reject candidates.	
Annual Salary Management			
☐	Merit Increase Entry ➔ *Select one or more populations for access:* ☐ Staff ☐ Faculty ☐ Research Staff ☐ Research Faculty	Enter annual merit information, including bonuses and reappointments if applicable.	HRS203

b. Select access to other HR-related systems, if needed.

Other HR Systems			
☐	I-9 Section 2 Authorizer	Access the I-9 system to complete Section 2 for new employees in school/unit.	HRP003
☐	Workforce Software Power User	Contact AskHR@northwestern.edu	N/A

c. Select any reporting access requested. All reports require "Data Lookup (Full)" access above.

myHR Reports (available in myHR Administration)			
☐	myHR Reporting Dashboard	View/run all queries and reports in one view.	HRS101
☐	myHR Query – Run Only	Run existing public queries.	
☐	myHR Query – Create and Edit	Create or edit your own queries in the myHR Reporting Database.	HRS108
Cognos/BI Reports (available in the Cognos/BI Reporting tool)			
☐	PED Report by Department	Payroll expense report, organized by department.	HRS101
☐	PED Report by Chartstring	Payroll expense report, organized by chartstring (requires NUFinancials security).	
☐	Employee Search Report	View appointment and salary details using specified criteria and dates.	
☐	Position Management Reports	See details about vacant/filled positions and salary budgets.	

d. If necessary, list any additional access notes or requirements.